

**ROUTING AND RECORD SHEET****SUBJECT: (Optional)**

OC/AMD Staff Notes

**FROM:**

C/OC/AMD

**EXTENSION****NO.****DATE****TO: (Officer designation, room number, and building)****DATE****RECEIVED****FORWARDED****OFFICER'S  
INITIALS****COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)**

1.

D/CO

09 SEP 1985

11 SEP 1985

2.

DD/CO

5 SEP 1985

6 SEP 1985

3.

C/OPS

6 SEP 1985

9 SEP 1985

4.

OC/EXA

11 SEP 1985

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OC/OL/ISC

Archiving

6.

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OC- 13 752-85

5 SEP 1985

MEMORANDUM FOR: Director of Communications

FROM: [REDACTED]

SUBJECT: OC-AMD Staff Notes 26-30 August 1985

1. During the week Panel MCN personnel strength increased by one. In addition, Panel MCN lost a technician who shopped his file. We are beginning to see the strong efforts recruiting has accomplished. Panel D experienced no gains and two losses during the week. The losses were due to the retirements of two TCM-03 officers. On paper, the Panel is now 13 personnel overstrength. Of note is the fact that there are presently 53 Panel D positions presently vacant world-wide, with no assignees identified as yet.

[REDACTED] Also impacting on the Panel D totals is the fact that 61 individuals are presently serving in positions outside OC, thus providing a further drain on our personnel resources.

2. OSG activities included the processing of eight TDY personnel, two returnees, and one file shop (MCN). OC is currently providing 19 Panel D and one Panel N CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

3. Personnel changes this week included the retirement of [REDACTED] the Assignment Officer for AMCA/EUCA. Seventy-nine friends and co-workers paid tribute to Fran at a retirement luncheon. Also during the week, [REDACTED] assumed her duties as the Processing Officer for ASCA replacing [REDACTED]

4. The NCOA Job Fair held at the Hyatt Regency Capital Hill was attended by three OC representatives on 23 August. It was estimated that between 300 to 500 interested military personnel stopped by the booth to inquire about positions. Since this was a local activity, and most were from the immediate area, testing was not conducted. As a follow-up, we will contact each viable candidate

WARNING NOTICE -  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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and set up a date for testing and interviews. The following figures are the results of possible candidates:

MCN	31
MCD	13
MCU	1
CT	1
Office of Security	2
OSO SIGINT	8

5. Recruitment Evaluation Section devoted a significant number of hours during the week reviewing 74 PHS packets and 252 personal resumes for Panels MCD and MCN. A breakdown of PHS packets reviewed are as follows: Pre-Processing Interview for MCD 16, Placed In Processing 15; Pre-Processing Interview for MCN 15, Placed in Processing 11. Over 70 PHS packets were mailed to potential applicants during the week.

25X1 6. [ ] a TCO [ ] between tours, was assigned to RES for two weeks to assist in our recruiting effort. He has made telephone contact with all but 15 of the 81 Panel MCD applicants who are presently Placed In Processing. The purpose of this exercise is to let the applicant know that we are still interested and to answer any questions that they might have. Also, we informed each that upon graduation of school, their first tour would be two years and would either be in Washington, D.C. or overseas.

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10. [redacted] made available, for two days, their computer-based training (CBT) courseware titled "Fundamentals of Computers" which was reviewed by [redacted]. Although the course was oriented for commercial industry, it still remains a very interactive, effective, and applicable course for consideration by the Communications School Group (CSG). If used in conjunction with the Data Communications course, the end result would be a very informed employee on computer usage, operations, structures, peripherals, processes, and the many applications. Most uninformed employees should be able to complete both courses within seven days while people who already possess varied knowledge and skill levels would require less training time, and of course there is also the powerful advantage of the employee having hands-on use of a computer throughout the course of their training.

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11. A Red Grid system is being installed between the new WANG Alliance and TERP classrooms to accommodate projected TERP/CRAFT interface training. The first TERP/CRAFT interface installation is scheduled [redacted] in September 1985 and the CSG will be prepared to provide adequate instructions to support these operations in the field. This training will be initiated by CSG instructor, [redacted] who is presently on loan developing the interface procedures.

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12. On short notice instructor support was provided to a recently installed ICT/Wang Alliance circuit between [redacted]. This link is one of the initial circuits with the ICT working into the Alliance for telecommunications relay of traffic within the OIT network.

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